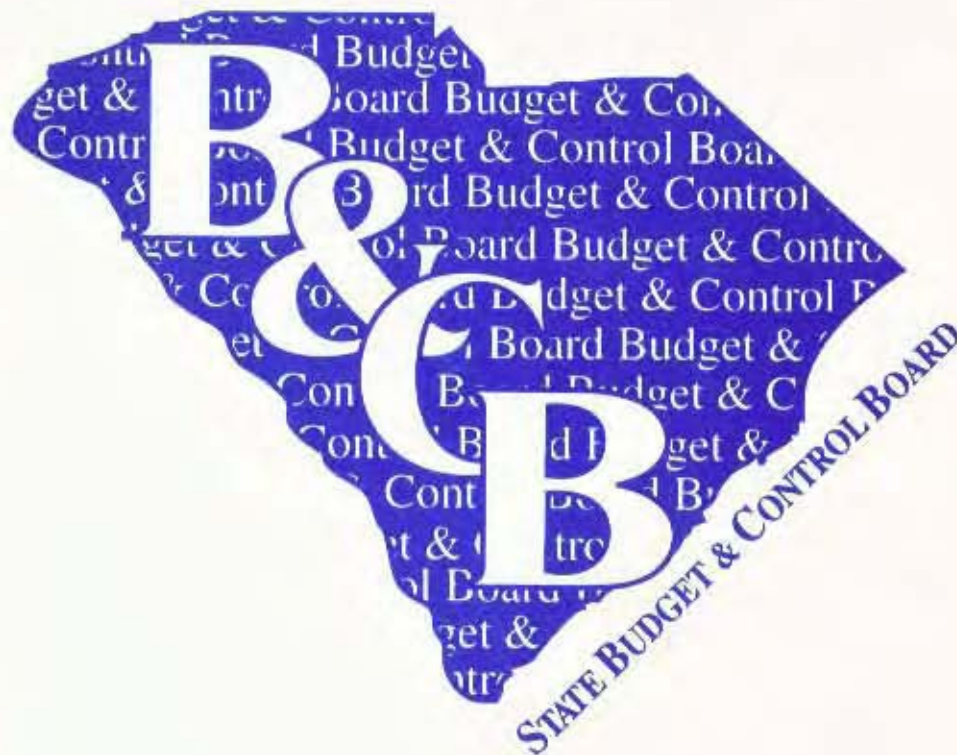


**MANUAL FOR
PLANNING AND EXECUTION OF
STATE PERMANENT IMPROVEMENTS
PART II**



OFFICE OF STATE ENGINEER

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FOREWORD

Introduction

This is the 2001 edition of the "Manual for Planning and Execution of State Permanent Improvements - Part II" (OSE Manual). The OSE Manual is prepared by the Office of State Engineer (OSE), as required by S.C. Law Section 11-35-3240, to define the procedural and technical requirements for the design and construction of State permanent improvements and to implement the South Carolina Consolidated Procurement Code and Regulations, of which this Manual is a part. The OSE Manual also defines the building code and other technical requirements applicable to all construction, improvement, and renovation of state buildings and structures as required by S.C. Law Section 10-1-180.

The policies and procedures included in the OSE Manual is intended to promote sound business decisions and practices by agencies as they acquire professional design and construction services, to promote a uniformly high level of quality in those services and to achieve long-term high value in public construction in South Carolina. The OSE Manual does not eliminate or override statutory requirements.

Requirements for Planning and Approval of Permanent Improvement Projects

Part I of the "Manual for Planning and Execution of State Permanent Improvements" is published by the Capital Improvements Unit of State Building and Property Services in the Office of General Services. Part I addresses the processes for the planning, funding and approval of Permanent Improvement Projects, including the requirements of the Joint Bond Review Committee and the Board. For printed copies of Part I and any questions related to it, contact the Capital Improvements Unit at (803) 737-0790. A link to a Web-posted copy of Part I can be found on the OSE Home Page.

Organization of the OSE Manual

The OSE Manual is organized into nine main chapters, an Index chapter and several appendices. Each main Chapter begins with a list of the statutes and regulations related to the material contained in the chapter. Readers desiring more information, including the exact wording of any South Carolina statute or regulation should refer to the General Assembly's Home Page, <http://www.scstatehouse.net/> and select "Research." Each main Chapter also includes a listing of the OSE forms mentioned in the chapter and gives the location of a reproducible copy of that form.

- Chapter 1 contains general information about the organization of the Materials Management Office and the responsibilities of the three Chief Procurement Officers. The Chapter also provides specific information applicable to multiple chapters.
- Chapter 2 contains information regarding the State's policies for encouraging minority and small business participation in our design and construction program.
- Chapter 3 provides information on the processes and requirements used by the OSE and MMO certify an agency for construction and thereby delegate to the agency the authority to procure design and construction services under its own authority. This Chapter also discusses the OSE's requirements for an agency to be delegated the authority to act as the building official with respect to the agency's projects.
- Chapter 4 discusses the process of advertising for and selecting a design professional, negotiating a contract for services and administering that contract. The Chapter contains guidance to agencies in developing an appropriate budget for professional services based on the nature of the project.
- Chapter 5 provides information regarding the minimal expectations and standards that apply to all State construction projects. The majority of the Chapter describes the design and specification requirements for the typical Permanent Improvement Project for new or renovated buildings. However, portions of this Chapter apply to all projects under the jurisdiction of the OSE and this Chapter should be read from that perspective.
- Chapter 6 discusses the process of competitive sealed bidding for construction contracts. By statute, this is the process required for the award of all construction projects where the cost is above \$25,000.
- Chapter 7 provides guidance for design and construction contract administration during the construction phase of a project. This phase begins with the OSE's approval of the SE-380, *Request for Authority to Execute a Construction Contract*, or the equivalent action if the agency is executing the contract under its certification authority. Topics include the Pre-Construction Conference, substitution of subcontractors, the

use of Change Directives and Change Orders, inspections, progress payments and retainage, liquidated damages and project completion requirements.

- Chapter 8 describes the special requirements for special forms of procurement, including Small Purchases, Sole Source and Emergency procurements, acceptance of gifts, projects involving Federal assistance, and alternative forms of project delivery, such as design-build, construction management and environmental remediation.
- Chapter 9 describes the procedures and requirements that apply when an agency is acquiring real property, either vacant land or buildings. Such projects must be coordinated with both the OSE and the Real Property Section of the Office of General Services.
- Chapter 10 is an index of the previous Chapters and is provided to assist readers in finding specific items.
- Appendix A contains all OSE forms and documents related to advertising, selecting, awarding and administering a contract for professional services for a single project.
- Appendix B contains all OSE forms and documents related to advertising, bidding, awarding and administering a typical large construction contract using the competitive sealed bidding process.
- Appendix C contains all other OSE forms and documents, except those associated with Indefinite Delivery Contracts.
- Appendix D is now RESERVED for future use. It formerly contained a listing of surety firms meeting the State's minimum standards for providing bid, performance and payment bonds. This listing is now located on the OSE Web site and is updated monthly.
- Appendix E contains policies, procedures, forms and contracts related to Indefinite Delivery Contracts for both design and construction.
- Appendix F provides guidance to agencies and A/E's regarding the State's expectations and requirements for cost estimates.
- Appendix G provides suggested design review checklists.
- Appendix H contains OSE's guidance to agencies on the evaluation of the past performance of design professionals and contractors.
- Appendix I contains OSE's guidance and procedures for the pre-qualification of construction bidders.
- Appendix J is a glossary of commonly used terms.

Effective Date

This Edition of the OSE Manual is effective October 1, 2001. The policies, procedures and other requirements contained in this Edition are applicable to and shall be enforced on all projects after this date. Any comments regarding the applicability of the provisions of the Manual to a specific project should be directed to the assigned OSE Project Manager.

Getting Questions Answered and Other Resources

<p>THE OSE SHOULD BE CONTACTED FOR ASSISTANCE IN INTERPRETING ANY SECTION OF THIS MANUAL OR WHEN SEEKING APPROVAL TO VARY FROM ESTABLISHED CONTRACTING OR BUILDING CODE REQUIREMENTS OR PRACTICES.</p>

- The Office of State Engineer is staffed from 8:00 a.m. to 5:00 p.m. on all normal State work days. Contact us anytime during those hours.
- The OSE Web site contains a list of Frequently Asked Questions (FAQ). The list is updated as needed, so check there.
- The OSE Web site contains a list of all active projects, the assigned OSE Project Manager and the status of any drawing reviews.
- The OSE Web site contains numerous links to useful information provided by the Materials Management Office and other agencies.

How to Obtain Copies of the Manual

The OSE Manual, including all SE Forms and front-end documents, can be viewed or obtained by download, in PDF format, at the OSE Web site. The OSE Manual, including all OSE front-end documents and SE Forms and other useful documents are also available from the OSE on CD-ROM.

Copies of the OSE CD-ROM and printed copies of the OSE Manual are available directly from the OSE for a fee. Contact Rachel Langdon at 803-737-0772 (FAX: 803-737-0566).

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**A LETTER TO ALL USERS OF THE
MANUAL FOR PLANNING AND EXECUTION OF PERMANENT IMPROVEMENTS
PART II**

On behalf of the entire OSE Team, I am pleased to present the 2001 edition of the *MANUAL FOR PLANNING AND EXECUTION OF STATE PERMANENT IMPROVEMENTS - PART II*. I especially want to thank those Manual users who took the time to respond to our questionnaires and to provide feedback on our CD-ROM. Your comments and requests for improvements helped us focus on those things that make the Manual a more useful tool for promoting quality and efficiency in state construction. The OSE Manual is written to help you, the user. If there is something that could be improved, please don't hesitate to tell anyone on the OSE Team.

These are some of the things you may notice and, I hope, like.

- We have continued to “open” the document by providing more information in Appendices devoted to specific topics.
- We have moved the more detailed procedural items into separate tables so that the overall process is easier to follow.
- We have reworked Chapters 4, 5, 6 and 7 to make them flow more like a process with a beginning and an end. The focus in these chapters is the “typical” project where a design firm is hired to produce a set of bidding documents and the construction is awarded by competitive sealed bidding.
- We have provided our first try at an index of the entire Manual. We are especially interested in your comments on this feature.
- We are taking the first steps into electronic commerce by allowing bidders to submit an “electronic bid bond” through Surety2000. We expect to implement full electronic bidding sometime in the next calendar year.
- The executable SE Forms available on our CD-ROM have been revised to reflect comments from the users. We hope you will find them even more useful and effective.

This Manual is intended for you, the user. We welcome and invite your comments and suggestions at any time.

Michael M. Thomas, P.E., C.B.O.

State Engineer

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